

Missouri State Library
Office of the Secretary of State

Library Services & Technology Act
Federal Grant Program

Bring in an Expert

Grant Application

Summer/Fall 2004

**Missouri Five-Year State Plan
For the Use of
Library Services and Technology Act (LSTA) Funds
Fiscal Years 2003 - 2008**

Definitions:

- A. A public library is a library established and maintained under the provisions of the library laws or other laws of the state related to libraries, primarily supported by public funds and designed to serve the general public.
- B. A public elementary school or secondary school library is a library controlled and operated by publicly supported elementary or secondary schools, and designated to serve faculty and students of that school.
- C. An academic library is a library which is controlled and operated by a two (2) or four (4) year college or university, either publicly supported or private, and which is designated primarily to serve faculty and students of that college or university.
- D. A special library is a library established by an organization and designed to serve the special needs of its employees or clientele. A special library must have an appropriately trained librarian, an organized collection, a minimum of 20 hours of service per week, with some opportunity allowed for service to the public or a strong commitment to resource sharing. They include both private libraries and publicly funded libraries, such as those serving mental health facilities, correctional institutions, and government agencies.
- E. A library consortium is any local, statewide, regional, interstate, or international cooperative association of library entities which provides for the systematic and effective coordination of the resources of school, public, academic, and special libraries and information centers, for improved services for the clientele of such library entities.

MISSOURI STATE LIBRARY
LSTA Bring in an Expert Grant Program
Information & Guidelines
Summer/Fall 2004

What is this grant program?

This grant program is designed to allow libraries to contract with a professional to come to their libraries and work with their administration, staff, trustees, or community on a specific need or activity, for a period of up to five (5) days. The program is designed for libraries that do not have the local funding available for such an expense. The purposes of this program are to establish enduring professional and institutional connections, and to provide professional expertise for specific needs of the library.

How may the grant funds be used?

“Bring in an Expert” grant funds are intended to help libraries secure the services of qualified consultants, professional librarians, technology experts, planners, marketing firms, interior designers, child development specialists, or other experts with a skill or knowledge that would benefit the library’s administration, staff, or patrons.

Professional services may be obtained to provide advice and expertise with writing library policies, collection development, (existing) library space planning, technology planning, developing a marketing strategy, public relations, or other activities deemed eligible by the State Library. Examples include but are not limited to planning library services for seniors; designing staff orientation programs; or developing electronic reference services. Projects related to building a library building or major new construction are not eligible.

Who may apply?

This grant is open to all public libraries certified to receive State Aid, plus those libraries meeting the definitions of school, academic, and special library and library consortia as defined in the “Missouri Five-Year State Plan for the Use of Library Services and Technology Act (LSTA) Funds.” See attached “Definitions.”

How to apply?

1. Decide what you hope to accomplish and why.
2. Decide whom you want to hire.
3. Confirm that the person(s) or firm has the credentials that meet your need.
4. Estimate the amount of federal funds you will need.
5. Complete the application form and return on or before the deadline.

What amount of funds may be requested

A library may request up to a maximum of \$5,000. Any amount over \$5,000 that is required for the project is the responsibility of the local library.

Are local matching funds required?

No local matching funds are required.

For what will this grant pay?

Eligible expenses include, but are not limited to:

- Fees, honorarium, or stipend for the expert
- Travel, including overnight expenses (lodging and food) for the expert
- Substitute staff at your library, to enable permanent staff to participate in the project or activity

Ineligible expenses include, but are not limited to:

- Hiring a member of the applicant's own library or applicant's regional library
- Paying for library administration, staff, or trustees to attend an activity off-site
- Equipment purchases
- Collection development acquisitions
- Costs for meetings, such as room rental, refreshments and related supplies
- Building planning and design
- Planning a tax levy
- On-call maintenance contracts, or computer training normally provided by vendors as part of the installation process for hardware or software

What special considerations apply to this grant?

It is important that the library obtain qualified, appropriate professional assistance. Applicants are to provide in their grant application convincing information about the qualifications of the professional they plan to hire. Include a resume or business equivalent that establishes the expert's credentials and experience in the field.

What projects will receive priority for funding?

For a library to be eligible to receive funding, the selected professional must have appropriate qualifications for the planned project, and the proposed project must be appropriate and match a critical need of the library. Other factors include the library's inability to pay for such professional services from local funds (the per capita local tax base will be used as a measure of its ability to pay).

What is the review process?

- Eligible applications are reviewed and evaluated by State Library staff.

- Staff recommendations are submitted to the State Librarian.
- State Librarian submits her recommendations to the Secretary of State.
- Final decision is made by the Secretary of State.
- Only completed application forms from eligible institutions will be reviewed.

What is the project deadline and grant period?

Applications are accepted and grant awards issued quarterly. Please choose your grant cycle from the list below. To be eligible for review, grant applications must be submitted to the State Library by the Application Deadline.

Application Deadline: August 17, 2004 (postmarked or hand delivered)

Project Grant Period: October 1, 2004 – March 31, 2005

Application Deadline: November 2, 2004 (postmarked or hand delivered)

Project Grant Period: January 1, 2005 – June 30, 2005

No grant funds may be encumbered or expended until the library receives the final executed grant agreement signed by the library representative, the State Librarian, and the Executive Deputy Secretary of State.

How are grant payments made?

Grantees will be reimbursed in one payment for *actual* documented expenses up to the amount awarded, upon completion of the project and submission of the Final Report and Request for Payment. Forms will be provided.

What reports must grantees make?

A Final Report will be required on forms provided by the State Library. Forms will be provided. Some support materials are required as part of the Final Report

Where and how do I apply?

Mail completed applications to:

Kay Callison
LSTA Coordinator
Missouri State Library
600 West Main Street, P.O. Box 387
Jefferson City MO 65102-0387

For further information, contact:

Kay Callison, LSTA Coordinator/Grants Officer
Missouri State Library, Library Development Division
Telephone: 573-751-1822 or (in Missouri) 800-325-0131, ext. 9.
Email: kay.callison@sos.mo.gov

Missouri State Library
LSTA BRING IN AN EXPERT GRANT PROGRAM
APPLICATION FORM
Summer/Fall 2004

Please print or type in black ink.

Project # _____

Name of library: _____

Federal tax I. D. # _____

Address: _____

City: _____ Zip: _____ County: _____

Phone # _____ Fax # _____

Library Director: _____

Project Director (contact person): _____

E-mail address (contact person): _____

LSTA Funds requested: \$ _____

PART I: Answer the following questions, allowing up to one half (single spaced), typewritten page for each item:

1. What do you want to do and why?
2. Name, address, and phone number of person(s) or firm you wish to hire:
3. Summarize proposed expert's credentials, and attach resume or business equivalent.
4. How will hiring this individual impact your library, staff, and patrons?

PART II: Prepare an itemized budget, following the Grant Program Guidelines for allowable expenses. Explain all items, as needed. You may request up to \$5,000.

YOU MUST USE THIS SHEET AS PAGE ONE (1) OF YOUR APPLICATION

PART III:

CERTIFICATION AND SIGNATURES:

We are aware of, and agree to comply with, all state and federal provisions and assurances required under this grant program. If awarded grant funds, we assure that we will carry out the grant project according to the approved grant proposal. The appropriate authorities of the applying library have authorized this application.

Type name of Library Director

Type name & title of Authorized Official

Signature, Library Director (use blue ink)

Signature, Authorized Official (use blue ink)

Date

Date

Mail one copy of this completed application form to:

Kay Callison
LSTA Coordinator/Grants Officer
Missouri State Library
600 W. Main St.
P.O. Box 387
Jefferson City, MO 65102-0387

Application Deadline: August 17, 2004 (postmarked or hand delivered)

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Application Deadline: November 2, 2004 (postmarked or hand delivered)

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YOU MUST USE THIS SHEET AS THE FINAL PAGE OF YOUR APPLICATION

These grants are made available through funds from the Library Services and Technology Act appropriated by Congress and administered by the Institute of Museum and Library Services and the Missouri Secretary of State.



INSTITUTE
of MUSEUM
and LIBRARY
SERVICES